



## Sexual Misconduct Policy

D & H College	04125
Name of Institution	Institution Number
<b>Sexual Misconduct Policy</b>	November 2021
Name of Policy	Effective Date
	Revision Date

1. D & H College is committed to the prevention of and appropriate response to sexual misconduct.
2. Sexual misconduct refers to a spectrum of non-consensual sexual contact and behaviour including the following:
  - sexual assault;
  - sexual exploitation;
  - sexual harassment;
  - stalking;
  - indecent exposure;
  - voyeurism;
  - the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video;
  - the attempt to commit an act of sexual misconduct; and
  - the threat to commit an act of sexual misconduct.
3. A **Complaint** of sexual misconduct is different than a **Report** of sexual misconduct. A person may choose to disclose or complain of sexual misconduct without making a formal report. A **Report** is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action.
4. A student making a **Complaint** will be provided with resolution options and will not be required or pressured to make a **Report**.
5. The process for making a **Complaint** about sexual misconduct involving a student is as follows:
  - Student should direct the Complaint to the Administrator or teacher in writing describing the nature of the Complaint with full details. Should the contact person be named in the Complaint, the matter should be brought up to the Principal.



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6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
  - Upon receipt of the Complaint, a meeting will be set up with the student within 5 working days to discuss the matter. We will acknowledge receipt of the Complaint within 24 hours upon receipt. Any sexual misconduct **MUST** be reported immediately to us without delay.
7. The process for making a **Report** of sexual misconduct involving a student is as follows:
  - Student should direct the Complaint to the Administrator or teacher in writing and/or request for a meeting describing the nature of the Complaint with full details. Should the contact person be named in the Complaint, the matter should be brought up to the Principal.
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
  - Upon receipt of the Complaint, a meeting will be set up with the student within 5 working days to discuss the matter. We will acknowledge receipt of the Complaint within 24 hours upon receipt. Any sexual misconduct **MUST** be reported immediately to us without delay. Sexual misconduct will not be tolerated and thus action will be taken without undue delay.
9. We do not retaliate, engage in reprisals or threaten to retaliate in relation to a Complaint or a Report.
10. Any processes undertaken pursuant to this policy will be based on the principles of administrative fairness. All parties involved will be treated with dignity and respect.
11. All information related to a Complaint or Report is **confidential** and will not be shared without the written consent of the parties, subject to the following exceptions:
  - If an individual is at imminent risk of severe or life-threatening self-harm.
  - If an individual is at imminent risk of harming another.
  - There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided.
  - Where reporting is required by law.
  - Where it is necessary to ensure procedural fairness in an investigation or other response to a Complaint or Report.



**D & H College** **CANADA**  
Technical Expertise & Professional Skills

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This institution is certified by the Private Training Institutions Branch (PTIB). Certified institutions must comply with regulatory requirements, including the requirement to have a Sexual Misconduct policy. For more information about PTIB, go to [www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca).